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CYNTHIA A WISINSKI

REGISTER OF DEEDS

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Stevens Point WI 54481

Register of Deeds

☎ 715/346-1428

Land Description

☎ 715/346-1344

Fax Number 715/345-5361

✉ Email

registerofdeeds@co.portage.wi.us

PORTAGE COUNTY

REGISTER OF DEEDS/LAND DESCRIPTION

PUBLIC RECORDS POLICY

The public records of the Register of Deeds Office shall be available during business hours from 7:30 a.m. to 4:30 p.m., Monday through Friday except for holidays. It shall be the policy of the Register of Deeds/Land Description Office to respond to any records request within 48 business hours, except for good cause for delay.

The Register of Deeds/Land Description Office may require prepayment of cost prior to the production of records.

The Register of Deeds/Land Description Office may further restrict the use of its equipment for copying purposes by a requestor due to business exigencies.

Requests shall be made to any Register of Deeds/Land Description Office staff. Extensive information requests shall be in writing.

Genealogy Hours are Monday thru Thursday only from 9:00 a.m. – 11:00 a.m. and 1:00 p.m. – 3:30 p.m. Requests for copies must be submitted by 2:30 p.m. All genealogy researchers must sign in, show identification and follow all office rules. Failure to follow office policies/procedures can result in removal from the office.

Photography or photo reproductions of records of any kind are NOT permitted. This is theft. Information will be confiscated, violators will be asked to leave and will lose all searching privileges.

Cost of Records: Please see attached list.

This policy is authorized and approved by the Portage County Register of Deeds in accordance with Wisconsin's Open Records Law and Chapter 3.3.3 of the Portage County Code, a copy of which is attached.

Dated this 6th April, 2018

Cynthia A Wisinski
Register of Deeds

FEE SCHEDULE

Description	1 st Page	2 nd Page
Recorded Documents: (Per State Statute) <u>INCLUDES:</u> Lis Pendens (1/1/2004), Federal Tax Liens (5/1/2004), UCC 3's (7/1/2001), Name Changes (11/2003), Erecording (9-13-04), CSM's, Parcel Combination Form: Review prior to recording fee \$25.00 eRetr: www.revenue.wi.gov/retr/index.html	\$30.00 Flat Fee Eff. 6/25/10	
	As of 7-1-2009	
Copies of Recorded & Filed Documents: (Per State Statute) \$1.00 for certification of document	\$2.00	\$1.00
Termination of Decendent's Property Interest: (HT110) (Per State Statute) requires eRETR	\$30.00	
Plats: (Per State Statute)	\$50.00	
Cemetery Plats: (Per State Statute)	\$50.00	
TPP Plats - Transportation Project Plats	\$25.00	
Condominium Plats: (Per State Statute) Maximum size of 14" x 22"	\$50.00	
Weatherization Fee: (Per State Statute) As of May 1 st 2008 NO -\$50.00 fee to Dept of Commerce!! DILHR Stamp - as of January 1, 2013 - \$30.00 rec'd fee 2017 Wisconsin Act 59: 10/2/2017- no longer validating stipulations/waivers 1/1/2018 - will no longer accepting compliances for recording	** Ended program	
Vital Statistics: (Per State Statute) (rate change 10/27/07) Certified Copy of Birth Certificate- SVRIS-1990's forward BIRTH's-SVRIS - amended are added daily.... Certified Copy of Death Certificate- SVRIS-Sept 2013 Certified Copy of Marriage Certificate- SVRIS-May 2015 Certified Copy of Domestic Partnerships VERIFICATION OF VITAL RECORDS (AGENCIES) NON-REFUNDABLE FEE (per name)	\$20.00 \$7.00	\$3.00

<i>UCC Filings:</i> (Per State Statute)		
<i>**As of 7/1/01 should be filed with state DFI unless real estate related - then recording fees apply.</i>		
UCC's	\$30.00	
UCC Amendments	\$30.00	
(Real Estate Related Only- Others filed with DFI)		
As of May 1, 2004 all searches for Financing Statements (UCC's) except Real Estate related need to be done at State level. UCC's relating to Real Estate filed after 7/1/01 can be done by customer using the public access.		
<i>Fax Fees:</i>		
Out of State	\$5.00	
Out of Portage County but in Wisconsin	\$3.00	
In Portage County	\$1.00	
<i>Land Description Copies:</i>		
Map copies	\$1.00	
Printouts - per page	.25	
Large Document Scanner (COLOR COPIES \$10.00)	\$5.00 BW	
<i>Land Record Searches:</i>		
Laredo - ALL accounts have to be approved/set up by Cindy/Stacie.	<i>contracts</i>	+ .50/pg
Tapestry - Fidlar.com	\$6.95/search	+1.00/pg
<i>Customer Support Number 309-794-3283</i>		

DNR GO WILD SYSTEM - MARCH 30, 2016-Dec 31, 2017

DOCUMENT INFORMATION:

Volume 398 Back - Books
Volume 394 Micro-Film Begins
Volume 447 Page 221 Computer Begins (1/3/1984)
November 1997 - to present - **Imaging**
August 2001 - to present **Tract**
September 2003 - January 31, 2013 TriMin System
eRETR - January 2006
Flat Fee Rate - June 25, 2010
Fidlar Live Date 2/1/2013
Conversion date from trimin to fidlar(landshark turned off) - 3/7/2013
Back Scanned Images/indexes - 1856
Parcel #'s required on all conveyances-as of Feb 1, 2018 -59.43(7)(b)

******TRANSFER FEE INFORMATION:******

Prior to October 1, 1969 - *** (See Federal Revenue Stamp Insert)***

Certain years there was no tax

After October 1, 1969 to August 31, 1981

(.10 per \$100.00 or \$1.00 per \$1,000.00)

After September 1, 1981 to Present

(.30 per \$100.00 or \$3.00 per \$1,000.00)

City take over as of January 2012

3.3 ACCESS TO PUBLIC RECORDS

3.3.1 DEFINITIONS

(A) "Authority" means any of the following having custody of a record: an office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.

(B) "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

3.3.2 LEGAL CUSTODIANS

(A) An elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.

(B) Unless otherwise prohibited by law, the county clerk or the clerk's designee shall act as legal custodian for the county board and for any committees, commissions, boards, or authorities created by ordinance or resolution of the county board.

(C) For every authority not specified in subsection (A) or (B), the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.

(D) Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designate. This section does not apply to members of the county board.

(E) The designation of a legal custodian does not affect the powers and duties of an authority under this subchapter.

3.3.3 PROCEDURAL INFORMATION

Pursuant to section 19.34, Wisconsin State Statutes, and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the

established times and places at which the legal custodian from whom and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. Each authority shall also prominently display at its offices, for the guidance of the public, a copy of sections 19.31 to 19.39, Wisconsin State Statutes. This section does not apply to members of the county board.

3.3.4 ACCESS TO RECORDS; FEES

(A) The rights of any person who requests inspection or copies of a record are governed by the provisions and guidelines of section 19.35(1), Wisconsin State Statutes.

(B) Each authority shall provide any person who is authorized to inspect or copy a record which appears in requests permission to photograph a record the form of which does not permit copying pursuant to section 19.35 (1)(f), Wisconsin Statutes, with facilities comparable to those used by its employees to inspect, copy, and abstract the record during established office hours. An authority is not required by this subsection to purchase or lease photocopying, duplicating, photographic, or other equipment or to provide a separate room for the inspection, copying or abstracting of records.

(C) (1) Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, including labor costs, unless a fee is otherwise specifically established or authorized to be established by law.

(2) Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary and direct cost of photocopying and photographic processing, including labor costs, if the authority provides a photograph or a record, the form of which does not permit copying.

(3) Except as otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon the requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is fifty (\$50.00) dollars or more.

(4) Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requestor.

(5) An authority may provide copies or a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.

(6) Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds five (\$5.00) dollars.

(7) Fees for determination of joint tenancy shall be as follows: (1) recording certificates by the Register of Deeds under provisions of sec. 867.045, Wisconsin State Statutes, ten (\$10.00) dollars, (2) preparing and mailing documents by the Register of Deeds under the provisions of Sec. 867.045, Wisconsin State Statutes, fifteen (\$15.00) dollars.

(D) Each authority in acting upon a request for any record shall respond within the times and according to the procedures set out in section 19.35(4), Wisconsin State Statutes.

(E) County Board Supervisors shall be provided copies of documents necessary for legislative oversight activities at no cost. These are frequently provided and mailed with committee and county board agendas. Any issues of conflict that may arise between a custodian of the records and a county board supervisor under this paragraph will be referred to the County Board Chairman for resolution, with reference to the advice of the Corporation Counsel for legal questions.

3.3.5 SEPARATION OF INFORMATION

If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. Each authority shall consult with the Corporation Counsel before releasing any information under this section.